

Leadership...Service...Accountability

MEMORANDUM

TO: District HR/Charter School Directors and Staff

FROM: Travis Rawlings, Licensing Coordinator, Teaching and Learning

DATE: July 20, 2010

Effective immediately, the Utah State Office of Education has revised its policy regarding the background check required for all educators at the time they renew their license or upgrade their license from a Level 1 to a Level 2. The new policy is as follows:

In order to renew a license, or upgrade a license from Level 1 to Level 2, an educator must have a cleared background check through the Utah State Office of Education within one calendar year of the date on which they are renewing their license.

The following aspects of the license renewal policy remain unchanged:

Educators holding an active license may only request a new background check during the school year in which their license expires.

Educators holding an active license may renew their license after January 1 of the school year in which their license expires.

This change will be implemented in CACTUS and on our online website as soon as possible. If you have any questions regarding this change in policy please contact me.